



Integrated Management Navigation System • Standard Accounting and Reporting System

# I-MANAGE STARS Communiqué

## Special Training Edition



DEPARTMENT OF ENERGY STARS

February 4, 2005

This **Special Training Edition** of the **STARS Communiqué** announces the **STARS Training Curriculum** and provides **STARS Priority 1 end-users** with an important **step-by-step course registration guide**.

## STARS Training for Priority 1 End-Users

The goal of the STARS training effort is to build the necessary skills for end-users to process accounting transactions in the Standard Accounting and Reporting System (STARS). The STARS Deployment Team worked with Field CFOs to identify end-users whose primary function is transaction entry in STARS and who will need training prior to STARS going live. These end-users were identified as "Priority 1." **STARS Training for Priority 1 end-users will take place from February 22 through March 28, 2005.** As space becomes available, Priority 2 and Priority 3 end-users will be allowed to register for STARS training.

You have been sent this Training Communiqué because you have been identified by your Field CFO as a Priority 1 end-user. The remainder of this communiqué will provide you with information on STARS training registration, the STARS curriculum and courses, the current STARS training calendar, and the steps to take in order to successfully register for STARS training.

## STARS Training Registration

STARS training includes a combination of STARS online tutorial and instructor-led courses necessary to prepare Priority 1 end-users for STARS "go-live." Registration for all STARS training will be conducted using the iLearning system. User IDs and passwords were sent to all Priority 1 end-users via email on January 25, 2005. If you did not receive this information please send an email to [STARS@hq.doe.gov](mailto:STARS@hq.doe.gov). Priority 2 and Priority 3 end-users in Albuquerque will receive their iLearning User ID and Password on February 21.

The STARS Deployment Team worked with the Field CFOs to determine which courses their Priority 1 end-users required in order to fulfill their job responsibilities. This information was then used to create the appropriate number of sessions at each training location: Germantown, Albuquerque, and Oak Ridge. Priority 1 end-users will **ONLY** be allowed to register for the specific courses identified by their Field CFOs. Again, given facility and resource constraints, some Priority 1 end-users will have to travel for training. Priority 1 end-users were assigned to training sites to optimize the class size and minimize the travel required whenever possible. Any Priority 1 end-user needing to travel for more than one course has been identified and pre-registered for those courses. A separate email communication will be sent to these users with their class registration information.

You will have your choice of dates for registration when multiple sessions of a course are being held at a training site. When only one session of a course is being held at a training site, you will still need to self-register even though no other options are available. You will **ONLY** get **ONE** confirmation email from iLearning for each enrolled session. There will be **NO** reminder notices as the class draws near. **Note:** You can change a session by unenrolling and enrolling in a new session. (See the Frequently Asked Questions section below.)

**Note:** Proper local office approvals must be obtained to attend training and to travel to training sessions. Field CFOs and/or their designees from each location can access reports via iLearning that show in which sessions their employees have enrolled, whether they have completed a session, or if they have completed the prerequisite for a session.

## STARS Modules and Training Course Curriculum

The curriculum below shows the complete list of STARS courses that are offered either as online tutorials or as instructor-led courses available for STARS Priority 1 end-users. Many students will take courses in functional areas such as Accounts Payable or General Ledger; some will take a combination of courses depending on their job responsibilities. Courses will present practical information about each STARS module and will include exercises and simulations to provide “hands on” experience.

### STARS Modules and Training Courses

Course Name	Prerequisite	Type	Duration	Outcome/Result
<b>Navigating Oracle 11i Applications (STARS navigation tutorial)</b>	None	Self-paced, online	1 day	Ability to: <ul style="list-style-type: none"> <li>Log on to STARS</li> <li>Use STARS menus to navigate through the system</li> <li>Enter basic transactions in STARS</li> <li>Search for information</li> </ul>
<b>STARS Accounts Payable Module</b> – Two courses - Accounts Payable Invoicing and Accounts Payable Payment Processing - explore the primary functions of accounts payable staff, including entering matched and unmatched invoices, invoice returns, cancellations and holds, payment processing, and returned payments.				
<b>AP Invoicing</b>	Navigating Oracle 11i Applications	Instructor Led	1 day	Ability to: <ul style="list-style-type: none"> <li>Enter and adjust matched and unmatched invoices</li> <li>Place and release holds</li> </ul>
<b>AP Payment Processing</b>	Navigating Oracle 11i Applications	Instructor Led	½ day	Ability to: <ul style="list-style-type: none"> <li>Enter and modify standard payment processing, including: non-SF224 reportable payments; foreign payments, SOCs; third-party payment drafts; remittance advice notices; and supplier prepayments</li> <li>Process interest penalties</li> <li>Refund overpayments</li> <li>Correct accounting errors after payment</li> </ul>
<b>STARS Account Receivable Module</b> – Three courses - Accounts Receivable Customer Entry, Accounts Receivable Entry and Accounts Receivable Collections - guide participants through the full-life cycle of accounts receivable entry, beginning with customers and banking information entry and continuing through collections and past-due procedures. These courses will use hands-on exercises to explore the processes for entering customer bills, adjusting bills, entering receipts, reversing receipts, writing-off receivables, and creating dunning profiles. These courses will also highlight procedural differences in billing Federal and non-Federal customers, as well as key STARS accounts receivable reports.				
<b>AR Customer Entry</b>	Navigating Oracle 11i Applications	Instructor Led	½ day	Ability to: <ul style="list-style-type: none"> <li>Enter customer, customer banks, and payment methods</li> <li>Define dunning profiles for customers</li> </ul>
<b>AR Entry</b>	Navigating Oracle 11i Applications	Instructor Led	1 day	Ability to: <ul style="list-style-type: none"> <li>Enter AR invoices and credit memos</li> <li>Process write-offs</li> <li>Create adjustments</li> <li>View and print dunning memos</li> </ul>
<b>AR Collections</b>	Navigating Oracle 11i Applications	Instructor Led	1 day	Ability to: <ul style="list-style-type: none"> <li>Process collections</li> <li>Enter and reverse receipts</li> </ul>

## STARS Modules and Training Course Curriculum (Continued)

<b>STARS General Ledger Module</b> – The full-day General Ledger course focuses on creating manual and recurring journals and journal batches, entering allotments, and using the Application Desktop Integrator (ADI) to upload journals directly into the General Ledger. Participants will get hands-on practice entering accruals as well as reversing and posting journal entries. The final portion of the course provides an overview of GL period and year-end closing procedures.				
<b>General Ledger</b>	Navigating Oracle 11i Applications	Instructor Led	1 day	Ability to: <ul style="list-style-type: none"> <li>• Enter, post, and reverse journals in the General Ledger</li> <li>• Use the Application Desktop Integrator (ADI) to upload batch journal entries from spreadsheets</li> </ul>
<b>STARS IPAC Module</b> – This full-day course explores intragovernmental payments and collections from the perspective of both AP and AR. Participants will enter both inbound and outbound IPAC transactions to become more familiar with IPAC processing in STARS.				
<b>IPAC Processing</b>	Navigating Oracle 11i Applications	Instructor Led	1 day	Ability to: <ul style="list-style-type: none"> <li>• Enter IPAC transactions including both positive and negative (credit) transactions</li> </ul>
<b>STARS Processing Obligations Module</b> – Two courses - Purchasing and Purchasing Receipts - take users through the purchasing process beginning with entering banking and supplier data through receipt of the purchase. Emphasis is placed on entering commitments, obligations and costs, using the STARS inventory organization structure to make purchases for specific allottees, and entering releases against blanket purchase agreements. Both online tutorials (STARS Navigation and STARS Purchasing) are pre-requisites for these courses.				
<b>Introducing STARS Purchasing (STARS Purchasing tutorial)</b>	Navigating Oracle 11i Applications	Self-paced, online	½ day	Ability to: <ul style="list-style-type: none"> <li>• Enter reservations, obligations and costs</li> </ul>
<b>Purchasing</b>	Introducing STARS Purchasing	Instructor Led	1 day	Ability to: <ul style="list-style-type: none"> <li>• Enter and maintain supplier information</li> <li>• Enter and maintain bank data</li> <li>• Enter purchase requisitions</li> <li>• Enter purchase orders (obligations)</li> </ul>
<b>Purchasing Receipts</b>	Introducing STARS Purchasing	Instructor Led	1 day	Ability to: <ul style="list-style-type: none"> <li>• Enter costs and match costs to POs</li> <li>• Process returns</li> <li>• Modify inventory organizations</li> </ul>

# STARS Training Quick Reference

*The following quick reference guide will direct you step by step through completing STARS training.*

## Step 1 – Log on to iLearning.

- Download the presentation from the I-MANAGE STARS Website at this address: [http://www.mbe.doe.gov/me2-5/i-manage/televideoILearningRegistrationSlides\\_v5.ppt](http://www.mbe.doe.gov/me2-5/i-manage/televideoILearningRegistrationSlides_v5.ppt)
- Access iLearning at this address: <http://mercury.doe.gov:57010/ilearn/en/learner/jsp/login.jsp?site=DOE>
- Log on to the system with the username and password sent via email from iLearning on January 25, 2005.

## Step 2 – Complete the required STARS online tutorials.

- The **Navigating Oracle 11i Applications** tutorial (STARS navigation tutorial) is REQUIRED FOR ALL USERS and is a prerequisite for all other STARS courses.
- Navigating Oracle 11i Applications* will automatically appear as a requirement on your Home tab under Recently Accessed Learning.
- The **Introducing STARS Purchasing** tutorial is a prerequisite for **Purchasing** and **Purchasing Receipts** and is required for any user taking those instructor-led courses.
- If you are slated to take either instructor-led Purchasing course, then the *Introducing STARS Purchasing* tutorial will also automatically appear as a requirement on your Home tab under Recently Accessed Learning.

## Step 3 – Review your other required courses on iLearning.

**NOTE:** For users who are traveling and will be attending more than one course, pre-registration has been completed in order to minimize your travel time and costs. The sessions you have been registered for will be displayed and you can skip to Step 7.

- At the left side of the Home tab, in the **Search Catalog** field, type **STARS**.





- Click the **Go** button. All courses for which you must register will appear.

## Step 4 – Choose which instructor-led session(s) to attend.

- Click the course name to access detailed information about the course, including session times and location.
- Identify the session you would like to attend.
- Follow your local office policies and procedures for scheduling training and obtaining management approval

## Step 5 – Register for the instructor-led session(s).

- Click the **Begins** column heading to sort the sessions by date.
- To register, click the briefcase icon under the **Enroll** column for the session you want.

Offering	Begins	Ends	Location	Enroll
 <a href="#">Accounts Payable Invoicing - ORQ</a>	2/23/05 8:00 AM EST	2/23/05 5:00 PM EST	Oak Ridge B-045	

The following message will be displayed: "You have successfully enrolled in the following offering." You should also receive an iLearning system-generated confirmation of your enrollment.

- Registration for instructor-led courses begins February 7, 2005, and is on a first come, first served basis. You are encouraged to complete registration as early as possible!**

## Step 6 – Arrange travel

- Follow your local office policies and procedures for scheduling travel.

## Step 7 – Review your enrollments


- To view all sessions in which you have enrolled, click the **Scheduled** link under the **Home** tab.

## Step 8 – Attend session(s)

- Complete all prerequisite online tutorials.
- Have all travel information and session location information accessible.

## Frequently Asked Questions

The chart below will answer many of your questions about STARS training. If your questions are not addressed below, please contact your supervisor or email the STARS Deployment Team at [STARS@hq.doe.gov](mailto:STARS@hq.doe.gov).

Question	Answer
<b>Access to iLearning</b>	
Where can I get my username and password information?	Username and passwords to the iLearning system were distributed via e-mail to all Priority 1 training participants on January 25, 2005. If you are unable to locate this information or did not receive this email, please email <a href="mailto:STARS@hq.doe.gov">STARS@hq.doe.gov</a> .
What if I forget my password?	If you have forgotten your password, click the "Forgot Password" link, on the Login page. Enter your username and other information. The system automatically sends you an email with your password.
How do I access the iLearning site?	Please visit: <a href="http://mercury.doe.gov:57010/ilearn/en/learner/jsp/login.jsp?site=DOE">http://mercury.doe.gov:57010/ilearn/en/learner/jsp/login.jsp?site=DOE</a>
Who do I contact for iLearning questions?	For help with iLearning please email <a href="mailto:STARS@hq.doe.gov">STARS@hq.doe.gov</a> .
<b>Course Registration / Modification</b>	
What if my list of courses does not include a course that I think I should take?	Contact your Field CFO for verification of assigned courses.
How do I "unenroll"?	<p>To cancel your enrollment – "unenroll" - from a session:</p> <ol style="list-style-type: none"> <li>1. Navigate to the screen in iLearning that shows your course list by following the steps below: <ol style="list-style-type: none"> <li>a. Log in</li> <li>b. Click "Scheduled (Instructor Led)" tab.</li> </ol> </li> <li>2. Select the class from which you wish to unenroll.</li> <li>3. Click the "Unenroll"  button.</li> </ol> <p><b>Note:</b> You can not cancel your enrollment from the prerequisite tutorials.</p>
How do I change a session?	<p>To change courses, you will need to "unenroll" and then register for a new course if available. Use the instructions above to "unenroll." Register for another session of the course if one is available.</p> <p><b>Note:</b> There are limited spaces available. Before rescheduling a session, please confirm there is another session available.</p>
If I missed a class, how do I "re-enroll"?	<p>If you miss a class, your enrollment will be cancelled - "unenrolled" - by the STARS Deployment team.</p> <ol style="list-style-type: none"> <li>1. Contact your supervisor and Field CFO immediately to alert them of the situation.</li> <li>2. If advised by your supervisor, register for another session of the course if one is available.</li> </ol>
<b>Travel Information</b>	
Which training location can I attend?	Each user has been assigned to a training site. When registering, iLearning will display only sessions available at your assigned training site.
Who do I contact if I am on travel and get lost trying to find my course location?	<p>Germantown – Ceci Staudt at 301-903-0295</p> <p>Oak Ridge – Wayne Missaggia at 865-576-0765</p> <p>Albuquerque – Luis Martinez at 505-845-4119</p>

# STARS Training Calendar

MARCH																
		1			2			3			4			5		
	HQ (Gtn) F-017	ABQ	OR	HQ (Gtn) F-017	ABQ	OR	HQ (Gtn) F-017	ABQ	OR	HQ (Gtn) F-017	ABQ	OR	HQ (Gtn) F-017	ABQ	OR	
	Purchasing Receipts		Purchasing	GL		GL	Purchasing		Purchasing	Purchasing Receipts		Purchasing Receipts				
6	7			8			9			10			11			12
	HQ (Gtn) F-017	ABQ	OR	HQ (Gtn) F-017	ABQ	OR	HQ (Gtn) F-017	ABQ	OR	HQ (Gtn) F-017	ABQ	OR	HQ (Gtn) F-017	ABQ	OR	
	GL	GL	AP Invoice	IPAC	GL	AP Payment*	AR Customer*	GL	GL	AR Entry	Purchasing	Purchasing	AR Collections	Purchasing Receipts	Purchasing Receipts	
13	14			15			16			17			18			19
	HQ (Gtn) F-017	ABQ	OR	HQ (Gtn) F-017	ABQ	OR	HQ (Gtn) F-017	ABQ	OR	HQ (Gtn) F-017	ABQ	OR	HQ (Gtn) F-017	ABQ	OR	
	AP Invoice		Purchasing	AP Payment*	Purchasing	Purchasing Receipts	GL	GL	AP Invoice	Purchasing	Purchasing	AP Payment*	Purchasing Receipts	Purchasing Receipts	GL	
20	21			22			23			24			25			26
	HQ (Gtn) F-017	ABQ	OR	HQ (Gtn) F-017	ABQ	OR	HQ (Gtn) F-017	ABQ	OR	HQ (Gtn) F-017	ABQ	OR	HQ (Gtn) F-017	ABQ	OR	
	GL		Purchasing	GL		Purchasing Receipts	AR Customer*		Purchasing	AR Entry		Purchasing Receipts	AR Collections		GL	
27	28			29			30			31						
	HQ (Gtn) F-017	ABQ	OR	HQ (Gtn) F-017	ABQ	OR	HQ (Gtn) F-017	ABQ	OR	HQ (Gtn) F-017	ABQ	OR				
	GL		IPAC													
APRIL																
3	4			5			6			7			8			9
	HQ (Gtn) F-017	ABQ	OR	HQ (Gtn) F-017	ABQ	OR	HQ (Gtn) F-017	ABQ	OR	HQ (Gtn) F-017	ABQ	OR	HQ (Gtn) F-017	ABQ	OR	
							AR Customer*		AP Invoice	AR Entry		AP Payment*	AR Collections			
10	11			12			13			14			15			16
	HQ (Gtn) F-017	ABQ	OR	HQ (Gtn) F-017	ABQ	OR	HQ (Gtn) F-017	ABQ	OR	HQ (Gtn) F-017	ABQ	OR	HQ (Gtn) F-017	ABQ	OR	
	AP Payment*		AP Invoice	GL		AP Payment*	AR Customer*		Purchasing	AR Entry		Purchasing Receipts	AR Collections		Purchasing	
17	18			19			20			21			22			23
	HQ (Gtn) F-017	ABQ	OR	HQ (Gtn) F-017	ABQ	OR	HQ (Gtn) F-017	ABQ	OR	HQ (Gtn) F-017	ABQ	OR	HQ (Gtn) F-017	ABQ	OR	
	AP Invoice		Purchasing	AP Payment*	IPAC	Purchasing Receipts	GL	AR Customer*	AP Invoice	Purchasing	AR Entry	AP Payment*	Purchasing Receipts	AR Collections		
MAY																
15	9			10			11			12			13			14
	HQ (Gtn) F-017	ABQ	OR	HQ (Gtn) F-017	ABQ	OR	HQ (Gtn) F-017	ABQ	OR	HQ (Gtn) F-017	ABQ	OR	HQ (Gtn) F-017	ABQ	OR	
									AR Customer*			AR Entry			AR Collections	
15	16			17			18			19			20			21
	HQ (Gtn) F-017	ABQ	OR	HQ (Gtn) F-017	ABQ	OR	HQ (Gtn) F-017	ABQ	OR	HQ (Gtn) F-017	ABQ	OR	HQ (Gtn) F-017	ABQ	OR	
	IPAC			GL			AR Customer*			AR Entry			AR Collections			
JUNE																
12	13			14			15			16			17			18
	HQ (Gtn) F-017	ABQ	OR	HQ (Gtn) F-017	ABQ	OR	HQ (Gtn) F-017	ABQ	OR	HQ (Gtn) F-017	ABQ	OR	HQ (Gtn) F-017	ABQ	OR	
	Purchasing			Purchasing Receipts			IPAC			AP Invoice			AP Payment*			

\* Classes are full day courses except for AR Customer Entry and AP Payment Processing which are half day courses.

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## STARS Project Information

**I-MANAGE Program Site:** <http://www.mbe.doe.gov/me2-5/i-manage/>

**STARS Project Site:** <http://www.me.doe.gov/STARS>

I-MANAGE Program Manager: Warren Huffer, [warren.huffer@hq.doe.gov](mailto:warren.huffer@hq.doe.gov), 301-903-3761

STARS Development Project Manager: Laura Kramer, [laura.kramer@hq.doe.gov](mailto:laura.kramer@hq.doe.gov), 301-903-9932

STARS Deployment Project Manager: Sharon Marchant, [marchant@netl.doe.gov](mailto:marchant@netl.doe.gov), 412-386-6008

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